



Lebanon Evangelical School
for Boys and Girls
Loueizeh - Baabda

Loueizeh - Baabda - Lebanon
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Monday 2nd July 2018

Dear Parents

This letter will contain information about the arrangements for the summer and the beginning of next term.

Reports

Once you have received your child's report there may be comments on it that you would like to discuss with Dr. Stephen White.

Discussion with Dr. White can take place only by appointment before Friday 13th July 2018. Please call to arrange a meeting if you need one.

Summer School / PSP :

Once again this year we will be running our Pre School Preparation (PSP). I have enclosed a document explaining in detail what the aim of the program is. PSP will start on Monday 3rd September 2018 and run for SIX lessons per day until Wednesday 19th September 2018. Final PSP exams will be on Friday 21st September 2018. Classes will start at 8:00 am and finish at 1:30 pm.

On reports we have called for two types of attendance in PSP. The first is a "recommended" or "suggested" attendance where we feel that the student should attend in order to be ready for the next academic year. The second is a "compulsory" or "mandatory" attendance where, if the student does not attend PSP, they will not be promoted in this school. If you are at all confused please just ring the office and they can help you.

Note that this year some students from class 11SE have PSP.

The cost per subject in the Senior Department will be 90\$/subject and 250\$ for all three. We hope that this will enable all those that have been asked to attend to be present at PSP and start the year with a strong foundation. These cost changes are detailed in the table below.

| Department | Cost |
|----------------------------------|-------|
| Junior Department, 1 subject | 70\$ |
| Junior Department , 2 subjects | 130\$ |
| Junior Department , 3 subjects | 200\$ |
| Senior Department, 1 subject | 90\$ |
| Senior Department, 2 subjects | 170\$ |
| Senior Department, 3 subjects | 250\$ |
| Transportation – to any location | 60\$ |

It should be noted that if any student who has been asked to attend is not present on Monday 3rd September 2018 they will not be allowed to stay in this school. This is a very important point.

There is no need for uniform to be worn at PSP.

Registration for PSP

Registration for PSP will be at the Accountant's Office every day until Friday 13th July 2018 and every Wednesday thereafter between 8:00 am and 12:00 noon. The last chance to register is Wednesday 29th August 2018. This is essential as we need to get the buses and teachers organized.

School Offices

The Senior School Administration will not close this summer. Until Friday July 13th 2018 the office will be fully staffed and open from 8:00 am until 12 noon. Thereafter it will still be open every day from 8:00 am until 12 noon but with a much smaller staff.

Dr. White will be out of the country from the evening of Friday 13th July till Wednesday 1st August 2018. Nothing can be signed on these 18 days.

The Principal will only be available by appointment on Wednesdays between 8:00 am and 12:00 noon. These appointments can be made either by visiting the office or calling the school on 05 924090 ext 103.

Normal office hours resume on Monday 3rd September 2018. Normal office hours are 8:00 am until 3:00 pm.

The Accountant Office will only be open every Wednesday from 8:00 am until 12 noon.

The Registrar Office will be open every Wednesday from 8:00 am until 12 noon from Wednesday 8th August 2018.

Books

All books are now rented from the school. Everything is provided for the student at the beginning of term and payment for this is made before school starts. The exact amount of the rental for each class will not be available until Monday 3rd September 2018, when all the calculations are complete.

Purchase of Uniform

The uniform shop will open from Monday 3rd September 2018. Please watch the website for details.

The Uniform Shop is located on the bottom floor of the Junior Department, near the Infant Staffroom.

Uniform Rules

Please note that all students in Classes Junior 1 to Class 11 must wear school uniform. They must have this on the FIRST day of term. Please note that for the academic year 2018 – 2019 Class 12 will also be required to wear the following uniform : School Uniform shirt, any trousers/skirt except jeans. For Class 12 the following must be noted. No trousers or skirts that LOOK like jeans or FEEL like jeans will be allowed. This rule will be strictly enforced and children who do not obey it will be issued the standard uniform violation punishment : -10 on conduct.

School Sports uniform is compulsory for EVERY class. Any child who does not conform to it will be issued the standard uniform violation punishment : -10 on conduct. Please note that for the coming academic year I am going to be enforcing the School Uniform rule rigidly. If a child is not wearing school uniform they will be issued the standard uniform violation punishment : -10 on conduct.

Please note that there has been a change in school policy regarding school trousers. The definition of school trouser is as follows : any navy blue trousers that are not excessively flared and that do not have external pockets. If you are unsure, then I suggest that you buy them from the school uniform shop in September.

Note that at the moment there is a ZERO TOLERANCE policy on school uniform violations. The student is immediately given a -10 conduct mark.

School Buses

This year, as last year, when you register with the accountant for the fee payments for the school year, if you decide to use the school bus, you will be given a yellow bus ticket. On it will be written your name, your class and the number of the bus line. No child will be allowed to enter the bus without this card. This is especially important for any students in the Infant or Junior Departments on the first day of term. It will help us to ensure that they get on the right bus and eventually reach home! Please make sure that you register for the buses early.

Please make sure that you have visited the Transport Coordinator, Mr. Ghassan Moucheh, before you go up to the Accountant's Office to schedule payments at the beginning of next year. There will be no discounts on buses this year. It is impossible to run them profitably now and so we have stopped all discounts.

Be warned that THIS YEAR (2018 – 2019), as last year, we will not allow any students to come to school on Private Buses. They have been the source of many accidents this year and we can no longer support them parking near our school and transporting our students.

Start of the academic year 2018 – 2019

Next year the start of the school will be in a number of stages.

PSP for All Classes

This will run from Monday 3rd September until Friday 21st September 2018. Classes will start at 8:00 am and finish at 1:30 pm. Both the Senior and Junior Departments will run until 1:30 pm. Buses will be provided at 60\$ per child for the three weeks regardless of location. If you would like to use the bus then please make sure that you register by Wednesday 29th August 2018. This can be done at the accountant's office.

No uniform needs to be worn at PSP.

10A, 11A and 12A

These classes will start school on Monday 3rd September 2018. Note that this is the same as the start date for PSP. A timetable that will be published on the website a few days before they start. This early start will enable them to get 13 FULL days intensive study in the basic subjects before we start school for all the students. The exact details of the timetable and the hours per day will be released nearer the time. Watch the website : www.lesbg.com

Stage Exam Zero will be held on Friday 21st September 2018 alongside the Final Exams for the PSP classes.

Class 10A, 11A and 12A students that need transport will be able to use the PSP buses and will need to pay the 60\$ for that service if they want to use it. It is vital that they register for the bus BEFORE they start school on Monday 3rd September 2018. This can be done at the accountant's office.

No uniform needs to be worn during this time.

The Cafeteria will be open.

Infant Classes

Nursery classes start on Monday 24th September 2018. The children will be required to come into school between 9:00 and 11:30 am on this day and the following two days. Parents are asked to remain with their children for this time. The idea is to enable them to “acclimatize” themselves to the school building before all the other students arrive at school.

The Nursery classes will be joined by the LKG classes on Tuesday 25th September 2018. Timing will be EXACTLY the same, between 9:00 – 11:30 am.

The Nursery and LKG classes will be joined by the UKG classes on Wednesday 26th September 2018. Timing will be EXACTLY the same, between 9:00 – 11:30 am.

From Thursday 27th September 2018 all Infant Classes will run as all the other classes in the Junior Department, beginning at 7:40 am and ending at 12:40 pm.

School buses : In order to make sure that we are able to deal with the smaller infant children in a proper way, we will be running buses HOME on Thursday 27th September 2018. This will enable students, teachers, assistants and drivers to give high priority to these smaller members of our school! Note that the buses will only take the students home, parents are expected to bring them to school. Buses will start bringing ALL students to school on the morning of Friday 28th September 2018.

All other Classes : Junior 1 to Class 11

These will ALL START TOGETHER at 7:40 am on Thursday 27th September 2018. On the first day all classes will finish at 12:40 pm. The buses will not pick children up in the morning but they will deliver them back to their homes in the evening. From Friday 28th September 2018 buses will run normally (morning and evening) and classes will end at 3:00 pm.

Payment of Fees

There will be an increase in fees this year (2018 - 2019) of 200,000 LL.

Do not forget that all fees will be paid directly to the bank. You need to schedule your fee payments with the Accountant's Office between Monday 3rd September and Wednesday 26th September 2018. NOTE : The Accountant's office will NOT be scheduling any fees on Thursday 27th and Friday 28th September 2018. Please be aware that a penalty of 30\$ will automatically be added to the fees if they are not scheduled BEFORE 3:00 pm on Wednesday 26th September 2018.

In order to avoid huge queues outside the Accountant's Office, this year we are going to assign specific days for specific families. They are time tabled as below :

| | |
|---------------------|---|
| Family names A to C | Monday 3 rd to Friday 7 th September 2018. |
| Family names D to H | Monday 10 th to Thursday 13 th September 2018. |
| Family names I to M | Friday 14 th to Wednesday 19 th September 2018. |
| Family names N to Z | Friday 21 st to Wednesday 26 th September 2018. |

IF you come on a day that is not for your Family name you will be seen, but priority will be given to families whose payments are due to be scheduled on that day. Better to come on your day.

I hope that all these details have been clear. If there is any confusion please contact the office by phone BEFORE July 13th 2018 when we will be able to help you.

NOTE : New this year will be the condition that no child will enter school on Thursday 27th September 2018 without having made an agreement with the Accountant about the payments of fees for the academic year 2018 – 2019.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Steve White', is written over a large, faint, vertically-oriented oval shape.

Digitally Scanned

Steve White
Principal